

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
NUTRITION SERVICES**

JOB CLASSIFICATION: COOK SPECIALIST II

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

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|------|--|
| 60 % | <p>Cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis Critical Control Points (HACCP). Examples to follow and ensure of others as applicable in a leadership SCII role and as supervisor of patient workers: use steam kettles, obtain serving pans, carry supplies, lift up to 60 pounds, climb stairs, kneel, bend, stoop, twist, push, pull and stir. Follow standardized formulas and prepare quantities specified; maintain high quality of foods by reporting any changes in raw ingredients and tasting for flavor, safety, etc.; maintain temperature record per HACCP requirements; ensure food is protected from contaminants, e.g., covered/labeled/dated; dispense prepared food to serving lines and unit meals per established schedules/portion control/temperature; assist with preparing Leftover Record (AT 2726) and discarding food; adhere to proper personal hygiene policies, e.g. handwashing, glove usage and dress code; no smoking/tobacco/etc. on grounds; follow standard universal precautions; report infectious/communicable diseases; complete annual health review in birth month.</p> |
| 20 % | <ul style="list-style-type: none">• Maintains order, cleanliness and sanitation. Examples to follow and ensure of others as applicable in a leadership SCII role and as supervisor of patient workers: Maintain cleaning schedules, ensure that utensils, equipment, and work area are sanitized after each use per the Sanitation and Equipment Manual; dispose of waste/trash/recyclables as frequently as required; operate/clean warewash machine including logging temperature/pressure; maintain storage areas in an orderly manner and re-stock supplies. |
| 10 % | <ul style="list-style-type: none">• Supervises and coordinates activities of assigned Cook Specialist I's, FST's and patients. Delegate responsibilities and provide guidance to ensure completion of work in a timely manner; provide orientation/instruction; train Cook Specialist I's in all areas of recipe preparation and encourage increased responsibility as skills develop; complete reports of patient performance; monitor that policies/procedures are followed including: handwashing, dress code, blood/body fluid precautions; reporting infectious/communicable diseases; and monitoring |

that equipment within assigned area is operated/maintained properly.

- 5 %
- **Adheres to requirements for safety, security, emergency response and a non-hostile work environment.** Examples to follow and ensure of others as applicable in a leadership SCII role and as supervisor of patient workers: visually inspect the work area for safety alerts; report concerns/write work orders for malfunctioning equipment or unsafe conditions; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per Sanitation & Equipment Manual; use chemicals/protective equipment per Safety Data Sheets (SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and contraband searches; respond as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area; model and maintain a non-hostile, non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, patient rights, abuse prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
- 5 %
- Participates in Performance Improvement activities and other miscellaneous responsibilities. Examples: implement facility and departmental mission/objectives; recommend work improvements, assist with quality control monitoring; participate in meetings and training; implement improvement strategies and updated knowledge/skill through training; read and follow hospital administrative directives, Nutrition Services policies/procedures, and other required written material written materials; answer phone and respond to inquiries.

2. SUPERVISION RECEIVED

- Supervising Cook I

3. SUPERVISION EXERCISED

- Assigned patient workers.
- Lead for assigned Cook Specialist I's.
- May act as Supervising Cook I.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, procedures and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantity; kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; food handling sanitation; food

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Approved by HR 1/22/18 ew

Revised 1-22-18. Underline indicates change

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values as well as nutritional and economical substitutions within food groups; principles of effective supervision and instructing and working with assistants and helpers from the resident population; food accounting and keeping records and preparing reports.

ABILITY TO: Communicate at a level required for successful job performance; prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedules and prepare and follow menus, recipes, and formulas; determine food quantities necessary for groups of varying size; instruct and work with assistants and helpers from the resident population; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

5. REQUIRED COMPETENCIES

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

N/A

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: Pediatric, Adolescent, Adult, Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI).

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Food Safety: Applies and demonstrates knowledge of food safety and sanitation/HACCP principles.
- Production Methods: Applies and demonstrates knowledge of production methods

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including modified diet preparation.

- **Lead Responsibilities:** Demonstrates effective techniques for coordinating the activities of assigned cook Is'/patients.
- **Relationship Security:** Demonstrates professional interactions with patients and maintain therapeutic boundaries. Takes effective action and monitors, per policy, for suspected employee/patient boundary violations.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- **Equipment:** Applies and demonstrates knowledge of production equipment operation and cleaning.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

N/A

7. TRAINING - Training Category = 12

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

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